



## MEMORANDUM

**To:** All State Agencies, Boards and Commissions  
**ATTN:** **Purchasing Agents**

**From:** Joseph A. Giddis,  
Office of State Procurement

**Date:** October 29, 2003

**Subject:** Maintenance of AASIS Material Master

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Effective immediately the Office of State Procurement (OSP) and the AASIS Support Center (ASC) will begin the task of updating the AASIS Material Master.

This project will include a review of all materials currently in the master file. Materials that are duplicated, are agency specific or do not meet universal design standards will be marked for deletion. There will be a "hard red error message" and the materials will not be made available. If your agency has outstanding Purchase Orders which are based on deleted material numbers, OSP staff will contact the affected agency with a spread sheet with the deleted material numbers, correct material number and the PO affected.

We are updating the material master to reflect a more universally accepted material master that will interface with vendor material files and enable the State to move towards e-commerce. We will attempt to accommodate specific agency requests for material master numbers or retention of deleted material numbers, however, the goal is a universally recognized material master file. Exceptions will not be made without significant justification. Commodity, technical and professional consultant service material numbers will all be reviewed.

If you have questions please email Tom Prigmore at [tom.prigmore@dfa.state.ar.us](mailto:tom.prigmore@dfa.state.ar.us).

CC:  
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